

11/07/05  
Revised

- Principles and practices of public administration.
- Principles, methods and practices of municipal finance, budgeting and accounting.

- Research techniques, methods and procedures.
- Computers and computer software.

**Ability to:**

- Analyze, interpret, make decisions and recommendations in accordance with laws, regulations and policies.
- Communicate clearly and concisely, orally and in writing.
- Present research findings and recommendations clearly and professionally.
- Work independently in the absence of supervision.
- Operate a personal computer and applicable software programs.

**Education and Experience:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Current enrollment in, or recent completion of, a graduate program studying Public or Business Administration or a related field.

Experience: None required

**MEDICAL CATEGORY:** Group 1

**CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Management Intern

**TO:** Administrative Analyst or Management Analyst